

STEDHAM MEMORIAL HALL TRUST

Registered Charity 305427

Conditions of Hire

1. Booking Conditions

- a) All applications to hire Stedham Memorial Hall must be made on the Booking Form and returned to the Booking Secretary together with the appropriate fee. The Trust reserves the right to refuse an application. The keys are to be collected by arrangement with the Booking Secretary.
- b) The hirer must be 18 years of age or over and must be present during the entire hire period. The hirer will, during the period of the hiring, be responsible for supervising the premises, protecting the fabric and contents from damage however slight, and supervising the behaviour of all persons present, whatever their capacity.
- c) The hirer is responsible for any and all compliance with current Health and Safety regulations, the Licensing Act 2003, the Hall Users Instructions document to be found on the premises and these Conditions of Hire during the period of the hire.
- d) The Hirer shall not use the premises for any purpose/function other than that described in the Hiring Agreement slip appended to the Booking Form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor do anything or bring onto the premises anything which may endanger the same or any insurance policies thereof.
- e) Where use of the premises involves minors, or other vulnerable persons, the Hirer is expected to provide a suitably qualified adult who will be responsible for ensuring the safety and protection of their charges.
- f) Before leaving the premises the Hirer is required to complete the checklist, sign it and return it together with the keys to the Booking Secretary. Failure to comply will mean SMHT (Stedham Memorial Hall Trust) will not return the deposit.

2. Insurance and Indemnity

- a) The Hirer is responsible for all damage to the building, equipment, furniture and property in the building and the safety and wellbeing of themselves and their invitees during the period of the hire.
- b) The Hall's insurers provide cover of up to £5,000,000 for those that use the hall for private or social purposes so long as they act responsibly and comply with the Terms and Conditions of Hire.
- c) Commercial users (defined as individuals, groups or organisations that use the building for financial gain), are not covered by the Hall's policy and must arrange their own insurance.
- d) All commercial users must have Public Liability cover of at least £2,000,000 and must produce up to date evidence of their cover at each renewal of their policy.
- e) All Hirers (private and commercial) must ensure that sub-contracted activities such as mobile discotheques or professional entertainers are fully insured and have Public Liability cover of at least £2,000,000 for their operation.

3. Hall Charges

The current rates can be found on the website www.stedhamvillagehall.com or a copy can be obtained from the Booking Secretary.

4. Cancellation Charges

a) Cancellation Charges will apply to all bookings cancelled by the Hirer within one month of the date of the booking but may be waived at the discretion of the Management Committee for cancellations of greater than one month's notice.

b) The Cancellation Charge will be 25% of the hire charge or £25, whichever is the greater. The Hire Charge, less any deductions, will be returned to the Hirer along with a receipt.

c) The Trust reserves the right to cancel a booking in the event of the Hall being required for use as a Polling Station, being required as an emergency shelter or becoming unfit for the use intended by the Hirer. In such circumstances the Hirer will be entitled to a full refund of any payment already made, but the Trust cannot be held liable for any loss of potential income by the Hirer.

d) The Trust reserves the right to cancel any booking. If any circumstances over which the Trust has no control render the premises unavailable on the occasion for which a booking has been accepted, the Hirer shall not be entitled to any compensation in consequence thereof or in connection therewith.

5. Collection of Keys

The keys are to be collected and returned by arrangement with the Booking Secretary.

6. Smoking

The Hall and its immediate surrounds are **no smoking areas**.

7. Alcohol Licence

Where the Hirer has declared that there will be consumption of alcohol on the premises during the period of hiring, the Hirer will sign and submit a satisfactorily completed Supplementary Hire (Alcohol Licence) Form before the hiring commences. No person shall be allowed on the premises at any time in a state of intoxication.

8. Music

All music MUST CEASE at 23.45 except by prior arrangement. Failure to do so may be interpreted as a breach of your Hire Agreement. The Hirer must ensure that no nuisance is caused to neighbours of the Hall and must take responsibility for any such nuisance. It is the responsibility of the Hirer to eject any person misbehaving or causing trouble of any description.

9. Car Parking

Cars may be parked at the owners' risk in the car park outside the Hall. The Committee shall not be responsible for loss or damage to any car so parked. Access to the emergency exits, including the main doors, shall not be obstructed at any time.

10. Maximum Capacity of Premises

The maximum number of persons permitted in the Hall **at any one time is 100**.

11. Food, Health and Hygiene

Hirers are responsible for ensuring that all stages of the preparation and serving of food meet safe and legally required standards. Anyone selling food cooked on the premises must hold the relevant food hygiene certificates.

12. Equipment Restrictions and Conditions

- a) The Hirer will not remove, or allow to be removed, any paintings, photographs or other objects from the walls of the building. No nails or other fastenings shall be driven into the walls or woodwork, nor shall the building, interior walls or fittings be defaced or damaged in any way.
- b) At the end of the Hire Period all equipment must be returned to its correct place and any equipment, notices or decorations brought into the Hall by the Hirer or their representative, must be removed.
- c) No alterations or additions to the premises may be made and any external decoration must have prior approval.

13. Heating

The heating is set by a thermostat located in the entrance lobby. **DO NOT alter boiler and radiator settings.** Before leaving, the thermostat should be returned to 10 degree setting.

14. Fire and Safety Precautions

- a) Hirers must familiarise themselves with the Hall's Fire and Safety Procedures which are displayed on the notice board in the Hall and in the User Manual. The Hirer must sign to acknowledge he/she has received a copy of the Fire Procedure that is attached.
- b) The Hirer must ensure that the two fire exits are kept clear at all times.

15. Electrical Alliances and Circuits

- a) Any equipment brought into the Hall must have a current PAT certificate and be safe and in good working condition. If a disco is used, a copy of the relevant insurance must be given to the Booking Secretary.
- b) Electrical circuits are protected by circuit breakers located in the electrical cupboard. Sockets must not be overloaded. Users are not permitted to interfere with the circuits by changing light bulbs, starters or fuses.

16. Clearing up

- a) Clearing up after an event should be completed before midnight unless additional clearing up time has been booked and paid for on the following day.
- b) Please ensure that you leave the Hall in a clean and tidy condition for the next hirer. Any surplus food must be removed from the fridge and taken away and all rubbish, including that in both of the toilets and the kitchen, must be removed from site.
- c) Before leaving the premises, the Hirer is required to complete the attached checklist, sign it and return it together with the keys to the Booking Secretary. Failure to comply will mean the SMHT will not return the deposit.

17. Faults and Damage

- a) Please report any faults or damage to the Booking Secretary as soon as possible, so that they can be rectified quickly.
- b) To report or seek advice about a major problem, please ring the emergency number in the User Manual.

18. Accidents and Dangerous Occurrences

- a) The Hirer must report all accidents involving injury as soon as possible to a member of the Hall Management Committee and complete the relevant section of the Hall's Accident Book.
- b) Any serious accident must be reported immediately using the emergency number in the User Manual.

19. Disclaimer

- a) The Hall Committee accepts no liability for the property of any organisation or person whilst in the Hall or stored on the premises. All items are brought into the Hall at the owner's risk. Lost property will be placed in a basket in the store room and disposed of after three months.
- b) The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation on the Hirer.

20. Data protection

- a) Any information that we collect about a Hirer for the purposes of making a booking will not be passed to any third party. The information will be retained for one year. After this time, all personal information will be deleted.
- b) All personal information is kept confidential, except to the extent that we are compelled to disclose it by law (for example where fraud or other crime is involved) or to comply with an instruction of a regulatory body of competent jurisdiction.

